

## PROCEEDINGS OF THE BROWN COUNTY LIBRARY BOARD

A meeting was held on **January 19, 2012 at 6:00 p.m.** at the **Brown County Central Library, 515 Pine Street, Green Bay, WI**

**PRESENT:** TERRY WATERMOLEN, DON CARMICHAEL, CHRIS FROELICH, JOHN HICKEY, PAUL KEGEL, KATHY PLETCHER, and VICKY VAN VONDEREN

**EXCUSED:** CARLA BUBOLTZ and CHRISTOPHER WAGNER

**ALSO PRESENT:** Lynn Stainbrook, Lynn Hoffman, Lori Denault, Sue Lagerman and Curt Beyler (staff). Doug Schneider, Green Bay Press-Gazette reporter

President Terry Watermolen called the meeting to order at 6:00 p.m.

### APPROVE/MODIFY AGENDA

Terry suggested moving agenda item 12a to follow 8b. There were no other modifications to the agenda. **Motion** by Kegel, seconded by Pletcher, to approve the modified agenda and the addition to the agenda. **Motion carried.**

### MINUTES, BILLS AND COMMUNICATIONS

There were no modifications to the minutes and they stand approved.

Lori Denault reported that the bills did not contain any out of the ordinary expenses.

Communications included a Christmas card from the Southwest Branch staff; a letter of appreciation to the Kress Family Branch staff from patron Miranda Martin; letters of reappointments to the NFLS Board - Sandy Ryczkowski, Julia Wallace, Christopher Wagner and Gina Reinardy; and letters of re/appointment to the Library Board - John Hickey and Christopher Wagner.

### OPEN FORUM FOR THE PUBLIC

No one from the public was present to address the Board.

### INFORMATION SERVICES REPORT ON SERVICES RECEIVED

Lori Denault updated the Board stating that conditional approval for Envisionware's e-commerce was given by the merchant bank. It will remain conditional until security statements are provided.

Paul Kegel questioned the need for a camera on the Bookmobile. It is primarily for the security of the driver as well as the public who visit the Bookmobile.

There were no other comments or questions related to the distributed report.

### NOMINATING COMMITTEE REPORT/ANNUAL ELECTION OF OFFICERS

Carmichael recommended the re-nomination of the current slate: President, Terry Watermolen; Vice-President, Kathy Pletcher; Secretary, Carla Buboltz; and Financial Secretary, John Hickey. Aforementioned parties agreed to serve another term in these roles if elected. Additional nominations were called for three times. There were no other nominations. **Motion** by Carmichael, seconded by Kegel, to approve the following recommended slate: Terry Watermolen as President; Kathy Pletcher as Vice-President; Carla Buboltz as Secretary; and John Hickey as Financial Secretary. **Motion carried unanimously.**

### FACILITIES REPORT

#### **a. Report of Central Library Renovation Task Force (Kathy Pletcher and John Hickey)**

Kathy reported that they met with HALO – leaders from the municipalities of Howard, Ashwaubenon, Lawrence and Oneida. Lynn Hoffman presented the PowerPoint and Curt Beyler answered additional questions. It was noted that the County Executive was in attendance. John thought the group asked good questions and showed general support. The Task Force will present to the Retired Men's Club when they meet at the Central Library on January 31. Kathy and John plan to continue to meet one on one with county board supervisors. Terry complimented the work of the task force. Kathy encouraged the board to attend skylight ribbon cutting on January 28. The skylight and lights are a perfect example of an energy efficient project - a showcase of efficiencies and lighting. Curt was contacted by WPS about an article that is being written about efficiency measures. The savings have been substantial.

#### **b. Approve Boldt proposal for elevator engineering**

A proposal for design and consulting services for elevator replacement project has been submitted by Boldt Company. The overall Central Library renovation plan recommends three elevators be modified in size; brought up to standard with emergency communication; made ADA compliant; replace hydraulics and electronics; design the green roof observation enclosure and rooftop

mechanical equipment room. Boldt proposes a 12-16 week time frame to provide design services. The total cost for architectural, structural, mechanical and electrical design services totals \$38,500. There is still approximately \$26,000 in county facilities that was not spent on a previous project that could be applied to this balance. **Motion** by Pletcher, seconded by Hickey, to approve Boldt Company's proposal for elevator engineering. **Motion carried.**

**c. Other Activity**

Curt mentioned that the Ashwaubenon and Southwest bathrooms are complete as is the skylight replacement at Central. Nearly completed is the reorganization of floor plan at Kress and replacement of a portion of their cork floor. An updated list of projects that could be completed with carry over funds during 2012 was distributed for review.

**ACCOUNTANT'S REPORT**

**a. Financial Report** End of year financials are not yet complete. **Motion** by Pletcher, seconded by Kegel, to approve the November, 2011 financial reports. **Motion carried.**

**b. Acceptance of Gifts, Grants and Donations**

**Motion** by Kegel, seconded by Froelich, to accept the November, 2011 Gifts Grants and Donations as follows:

**November, 2011**

**Gifts & Donations**

11/01/11	Wochinske Family Foundation	1,500.00	Teen Summer Reading Prog.
11/01/11	Michael Baenen - In Honor of Robert & Dorothy Baenen	100.00	Adult Fiction Materials
11/10/11	Julia & James Norton	100.00	East Children's Programming
11/10/11	GGBCF/Wrightstown Area Library Committee	7,888.01	Wri Operating Expenses
11/23/11	Friends of Brown County Library	2,438.09	Directional Signs
11/23/11	Branch Buddies of Brown County Library	200.00	Kress Performer
11/01/11	Ashwaubenon	9.22	Donation Box
11/01/11	Adult Services		Donation Box
11/01/11	Bookmobile	2.88	Donation Box
11/01/11	East	46.69	Donation Box
11/01/11	Weyers/Hilliard	48.29	Donation Box
11/01/11	Central Circulation	64.37	Donation Box
11/01/11	Kress	12.75	Donation Box
11/01/11	Pulaski	13.75	Donation Box
11/01/11	Southwest	17.83	Donation Box
11/01/11	Wrightstown	22.26	Donation Box
	<b>Total Donations</b>	<b>\$ 12,464.14</b>	

**Federal & State Grants**

11/30/11	Cellcom	\$ 583.20	E-Rate Funds
11/30/11	Nicolet Federated Library System	1,320.28	Collection Development
11/30/11	Nicolet Federated Library System	667.53	Continuing Education
	<b>Total Federal &amp; State Grants</b>	<b>\$ 2,571.01</b>	

**Motion carried.**

**2012 BUDGET**

**a. Carryover Funds**

A letter of intent to carryover funds was sent to the county on behalf of the Library Board. **Motion** by Carmichael, seconded by Froelich, to approve the letter of intent to the county board to carryover all unexpended funds to the 2012 budget. **Motion carried.** A detailed list of actual expenditures using 2011 carryover funds was distributed.

**b. Approve expenditure of funds for obtaining declaratory judgment in Library employees**

The Library Board's intent to transition employees from County employees to Library employees has been discussed for some time. In a recent meeting, the County (Human Resources, County Board Attorney and Corporation Counsel) suggested that the Library Board seek a declaratory judgment which would formally recognize that library employees as library board employees. This judgment would also clarify the roles of and protect the county and the library from any potential legal action. Obtaining a judgment could take up to six months. It was also suggested that a letter be sent to the Chair of the County Board indicating that the Library Board is ready to move forward on seeking this judgment and to also suggest an amendment to the language of section 4.07 of Chapter 4 until a judgment is issued. Terry summarized that there is general agreement among the County Board regarding

the Library Board's authority and this declaratory judgment would make it official – with the final clarity/decision coming from the court. Both Fred Mohr and John Luetscher felt that the county would not oppose seeking this judgment because the statutes are clear and a recent attorney general's opinion exists in support of the Library Board's authority. The Board's next steps include selecting an attorney and determining an estimate of attorney fees. It was advised that the letter be sent contingent on the legal information received. A source for funding also needs to be identified. Donations or unspecified funds, used in good judgment by the Board, are possibilities.

**Motion** by Van Vonderen, seconded by Froelich, to expend up to \$500 for consultation/legal advice on letter drafted to the County Board Chair and to obtain an estimate to proceed with declaratory judgment. **Motion carried.** The Board authorized Chris Froelich and Lynn Stainbrook to contact a labor law attorney for a valid opinion in regards to this matter.

**c. Approve selected sections of Brown County Employee personnel policies to use for Library Board employees**

Some personnel policies have been modified by the Work Rules Committee and have been approved by the Library Board. While other policies are being worked on, the county policies that are in place will act as the fall back. **Motion** by Pletcher, seconded by Van Vonderen, to approve selected sections of Brown County Employee personnel policies to use for Library Board employees.

**Motion carried with encouragement to the Work Rules Committee to continue their work on the policies.**

*Doug Schneider left the meeting.*

**RFID UPDATE**

Lynn Stainbrook reported that the quotes for the Central RFID project at Central received from MK Sorting were approximately \$90,000 and \$145,000 respectively. The NFLS grant for RFID is about \$175,000 and will cover most of the cost of the project through SirsiDynix.

**a. Approve contract and expenditures of grant funds**

**Motion** by Carmichael, seconded by Pletcher, to approve the SirsiDynix quote and purchase order in the amount of \$82,968.91 for Bibliotheca-ITG RFID that includes inclusive site and system software licenses for staff stations, inventory and shelf reading, self-checkout, item identification, fines and fees, and hardware that includes RFID Self-Service kiosks, security pedestals and installation and training; to approve the SirsiDynix quote and purchase order in the amount of \$89,356.03 for Bibliotheca-ITG Automated Materials Handling that includes a full sorting system, carts, in-wall returns and installation and training; and to approve the expenditure of NFLS grant funds in the amount of \$175,000 to be applied to the SirsiDynix Bibliotheca RFID and AMH purchase orders. **Motion carried.**

**REPORT OF WORK RULES COMMITTEE**

**a. Approve Employee Leave Policy**

**Motion** by Kegel, seconded by Pletcher, to approve the Employee Leave Policy, effective January 1, 2012. **Motion carried.** The Board requested clarification of the workman's comp and short term disability language in section 4.69 of the county's policy.

**APPROVE NEW "SHELVER" JOB CLASSIFICATION**

**Motion** by Hickey, seconded by Carmichael, to approve the new job classification of, "Shelver". **Motion carried.**

**APPROVE TABLE OF ORGANIZATION CHANGE AND FILLING OF OPEN POSITIONS**

The recommendations to the Library Board are (I) to delete the Librarian I branch coordinator position at the Pulaski Branch, replacing it with a part-time (20 hours) Librarian I children's librarian, and a part-time (25 hours) Senior Library Assistant and recommends filling the two part-time positions; (II) to delete a 19.5 hour/week Clerk at both the Kress Family Branch and in Circulation at the Central Library, and add two nine-hour per week Shelves at each location and recommends advertising and filling the two open Shelver positions; and at the Weyers-Hilliard Branch, delete an 11 hour/week Clerk, and add one nine-hour per week Shelver and recommends advertising and filling that position; (III) to delete the current Office Manager II position and add a new position, Communications and Library Program manager resulting in the following savings:

Title	Classification	Hourly Rate	Annual Rate
Office Manager II	grade 15, step 3	\$22.14	\$46,058
Librarian I	(union)	\$22.74	\$47,299
Communications and Library Program Manager	grade 17, step 2	\$24.27	\$50,486
Librarian II	(union)	\$25.14	\$52,291
Library Supervisor / Collection Development Manager	grade 17, step 5	\$26.50	\$55,120

The net effect of all three Table of Organization changes is a savings of \$9,537, or approximately 10% of the budget shortfall anticipated for 2012. **Motion** by Carmichael, seconded by Hickey, to approve the Table of Organization change. **Motion carried.**

Lynn also asked for approval to fill open clerk positions at East and Ashwaubenon with either a clerk or shelver, after job needs assessment has been completed. **Motion** by Pletcher, seconded by Froelich, to approve filling of open clerk/shelver positions. **Motion carried.**

#### **DATES OF 2012 LIBRARY BOARD MEETINGS**

**a. Move March 15 meeting to March for staff to attend PLA Conference week of March 15**

**Motion** by Pletcher, seconded by Kegel, to move the March 15 Library Board meeting to March 22. **Motion carried.**

#### **APPROVE OUT-OF-STATE TRAVEL FOR EMPLOYEES ATTENDING PLA CONFERENCE**

**Motion** by Kegel, seconded by Pletcher, to approve out-of-state travel for Lynn Stainbrook, Lynn Hoffman and Sue Lagerman to Pennsylvania to attend the PLA Conference. The majority of expenses are funded by NFLS. **Motion carried.**

#### **APPROVE 2012 LIBRARY HOLIDAYS/CLOSURES**

**Motion** by Pletcher, seconded by Van Vonderen, to approve the 2012 Holiday Closures as follows:

Jan 1 (Sun)	New Year's Day (Library closed.)
January 2 (Mon)	Holiday Weekend (Library closed. Paid holiday for New Year's Day.)*
April 6 (Fri)	Good Friday (Library closes at 12:00 pm.)
April 7 (Sat)	Saturday before Easter (Open regular hours.)
April 8 (Sun)	Easter (Library closed.)
May 27 (Sun)	Sunday before Memorial Day (Library closed.)
May 28 (Mon)	Memorial Day (Library closed.)
July 4 (Wed)	Independence Day (Library closed.)
September 3 (Mon)	Labor Day (Library closed.)
November 22 (Thurs)	Thanksgiving Day (Library closed.)
December 24 (Mon)	Christmas Eve (Library closed. Paid holiday.)
December 25 (Tues)	Christmas Day (Library closed.)
December 31 (Mon)	New Year's Eve (Library closes at 5:00 p.m.)
January 1, 2013 (Tues)	New Year's Day (Library closed. Paid holiday)

The Central Library will begin its summer schedule of Sunday closings on Sunday, May 27, 2012 and continue through Sunday, September 2, 2012. Summer hours for Saturdays will begin on Saturday, June 2, 2012 and continue through Saturday, September 1, 2012.

**Motion carried.**

#### **NICOLET FEDERATED LIBRARY SYSTEM**

**a. Monthly update**

Lynn informed that there was not a report from OWLS; some questions about Resource Libraries arose at a recent board meeting as well as discussion about how they are compensated. It was an informative session for newer board members.

**b. Approve 2011 Collection Grant Report**

**Motion** by Kegel, seconded by Pletcher, to approve the 2011 Grant Report as presented. **Motion carried.**

**c. Approve Collection Development Grant Application**

**Motion** by Kegel, seconded by Pletcher, to approve the 2012 Collection Development Grant in the amount of \$23,640. **Motion carried.** Pletcher noted that the grant application was half the amount awarded in 2011. It was explained that this was due to state budget cuts. She expressed disappointment that cuts were disproportionately made to direct services.

**d. Approve 2012 Resource Library Agreement**

After negotiation, an acceptable agreement was reached. Terry thanked board members who serve on the NFLS Board. **Motion** by Kegel, seconded by Froelich, to approve the 2012 Resource Library Agreement. A Memorandum of Understanding will be drafted to carryover funds that were not expended in 2011. **Motion carried.**

### **PRESIDENT'S REPORT**

Terry complimented Lynn on securing Congressman Reid Ribble for skylight ribbon cutting. Recognition was given to Lynn S., Curt and Andrea Stepanik (staff) for their recent appearances on Good Day Wisconsin. Terry mentioned that the current Ed & Rec Committee has been a pleasure to work with. He also thanked the Library Board and staff for work accomplished.

### **DIRECTOR'S REPORT**

Lynn reviewed the library's strategic directions and how they were met and mentioned that while a good strategic plan carries forward, it is probably time to start thinking about writing a new plan. Lynn welcomed Christopher Wagner to the Library Board. He formerly was Principal at Preble High School and currently serves on the NFLS Board and the Green Bay School Board.

### **SUCH OTHER MATTERS AS ARE AUTHORIZED BY LAW**

None.

### **ADJOURNMENT**

**Motion** by Carmichael, seconded by Kegel, to adjourn the meeting. **Motion carried.**

The meeting adjourned at 9:10 p.m.

### **NEXT REGULAR MEETING**

February 16, 2012

Central Library

515 Pine Street, Green Bay

6:00 p.m.

Respectfully submitted,

Carla Buboltz, Library Board Secretary

Sue Lagerman, Recording Secretary

# LIBRARY

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## **Library Report** January, 2012

### **General**

State and Federal tax forms are available at all Brown County Libraries through tax season (or while supplies last).

Staff from all locations is participating in AED refresher courses led by Penny Krings, RN OHN from Prevea Work Med. An automated external defibrillator (AED) is a portable device that automatically diagnoses the potentially life threatening cardiac arrhythmias and is able to treat them through defibrillation, the application of electrical therapy which stops the arrhythmia, allowing the heart to reestablish and effective rhythm. Using simple audio and visual commands, AEDs are designed to be simple to use. The library had AED installed in 2008 and staff received training at that time. The refresher courses allow staff to use the device first-hand and ask any questions they may have.

Staff is being trained on the library's new catalog (enterprise) that is scheduled to be launched on February 14.

### **Central Library**

A ribbon cutting event was held to unveil the new skylight and lights. Congressman Reid Ribble, County Executive Streckenbach, Library Board President Dr. Terry Watermolen and Library Director Lynn Stainbrook all spoke during the event. Attendees included state representatives, county board supervisors, Green Bay Mayor Jim Schmitt and other interested parties. Refreshments were provided by the Friends of the Brown County Library.

**Library booth at the Einstein Expo was a blast!** Approximately 650 kids and adults set off Alka-Seltzer rockets and experimented with "quicksand" at a booth operated by staff at this huge annual event at Shopko Hall.

**John Dewey Academy, the Green Bay Public School's "charter school", learn about their public library.** Approximately 30 students in grades 8-11 attended a library tour and demonstration of online resources. The students will continue to use the library for their research projects through the school year.

**Library eBook demos popular with the public.** In January, approximately 150 owners of Nooks, Kindles and iPads participated in the "help sessions" demonstrating how to download free eBooks through the library's connection to Overdrive. Additional sessions are planned. Library staff has assisted many additional customers who call and walk in with library-related eBook questions

Staff attended a webinar and also a meeting in Madison on the new statewide virtual reference (VR) system using Library H3lp (Help) software, which will be replacing the current AskAway product.

Staff attended a webinar featuring one of the BadgerLink products.

Staff completed the update of the library's publication, Starting, planning, and running a small business: a resource guide from the Brown County Library. It includes first steps; business plans, legal matters, management and marketing, financing, home business, and, featured even more prominently this year: websites.

The Reference and Research Department was the recipient of two gifts from the Friends of the Brown County Library. A new digital clock with a large display (using military time—which is the time used by our checkout system to indicate when a laptop is due) also displays the temperature, and connects wirelessly to the atomic clock in Fort Collins, Colorado, ensuring that it always has the correct time. The public-use laptops are now stored in a state-of-the-art unit which features a “brain” that sends current to the laptops only when needed, and a unique cord-management system. It will also be used for storing and charging other “e” devices.

Seating in the department has been reconfigured to offer easily-accessible power for laptop-using patrons. A small “copy center,” with a table and supplies has been set up next to the copier and printer.

### **Ashwaubenon Branch**

Staff was trained on OverDrive with Nook readers.

Staff provided one-on-one “on the spot” OverDrive training for at least 25 patrons this past month.

Staff provided adult computer classes.

Staff was a guest presenter at Cormier School’s “Biggest Bedtime Story” night with 367 people in attendance.

### **Denmark Branch**

The 20<sup>th</sup> Annual Pajama-rama was held for a group of 25. The kids loved the parachute fun and bedtime stories and snacks.

Mittens the Kitten, a very cute costume stopped by for a special kitty story time.

Eight classes of Early Childhood Center students visited for story time and a book checkout.

In partnership with the High School Technology Department, a workshop on using different websites for picture/photo management was held. Over 20 people attended. A February workshop about Social Networking dealing specifically with Twitter and Pinterest is scheduled.

Library staff and Denmark High School Library staff went on a mini “library tour” to the following locations: Pulaski, Weyers-Hilliard, Ashwaubenon and Kress on a Saturday. It was so interesting to visit the other locations and collect new ideas to try in Denmark.

### **East Branch**

A projector and screen, funded by the Friends of the Brown County Library, was installed at the East Branch.

A guest presenter held a Baby Sign language class. It was attended by more than 40 adults and children.

As part of the Healthy New Year, Healthy You series, Judy Knudsen Family Living Educator with the UW Extension, and Bev Braun a retired Family and Consumer Science teacher gave a presentation on the new MyPlate and how to read food labels. They also offered tips for making meals and snacks healthier.

### **Kress Family Branch**

A new floor plan was implemented to accommodate the Sustainability Learning Center display and kiosk.

Sandra Peterson, a professional organizer, presented on de-cluttering your life as part of the Healthy New Year, Healthy You series.

### **Pulaski Branch**

The pajama party story time was attended by children in their pjs and their favorite blankets and stuffed animals.

A ‘Mad about Mo’ story time featured the stories of Mo Willems and related games and crafts.

**Southwest Branch**

Self-check usage for the month of January is at 55% of total circulation.

Check-in procedures and restructuring the work spaces to be more efficient are being fine-tuned.

A new Senior Wii Bowling League session with enthusiastic participation from patrons began. It will culminate with tournament after seven weeks of play.

Staff did story times at Jackson Elementary Headstart.

RFID tagging continues daily of new items, holds, some DVDs and large print. Approximately 95% of the collection is now tagged with the new system.

**Weyers-Hilliard Branch**

The branch is readying their first email newsletter using Constant Contact. A Facebook link will allow those interested to subscribe.

The Branch Supervisor has been named as a selector for adult non-fiction for the library system.

**Wrightstown Branch**

The costume character, Mittens the Kitten, visited for story time.

Other programs featured milk and dairy; child safety with a Wrightstown police officer; polar bears; and penguins.

Plans are being made for the annual wine tasting fundraiser. The event will be held at Mid-Vallee Golf Course in De Pere on Saturday, March 3.